**TITLE OF PROJECT:**

**LOCATION:  WHERE CAN WE FIND YOUR PROJECT?**

Village or Quarter: _____  Sub-Division: _____

Division: _____  Region: _____
Full name and address of organization applying:

Telephone: _____  E-mail: _____

**CONTACT PERSON:** (Someone we can contact to find out about your project)

Name: _____  Telephone: _____

Title/Organization: _____  E-mail: _____

Every project considered for funding will be visited before final approval. Please include a sketch or description with this application, showing how to find your project site.  Please, give us the name and telephone number of someone in Abidjan or a big town near your project site, who knows about this project, can answer questions and send messages quickly to your community.

Name and phone number of contact person in Abidjan or nearest large town:

**COMMUNITY/GROUP:**
Describe your group or community.  (How are you organized?  How long has the group existed?  How many members?  How often do you meet?)

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**PROJECT DESCRIPTION:**

Tell us about your project in detail.  What is it?  What is its size?  (Examples: purchase of three manual Singer sewing machines, provide literacy training for 120 children, etc.)    Why is this project necessary?  Include sketches or drawings of any buildings.  (These do not need to be formal blueprints.)

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What is the expected impact of your project? (Describe the how your community will change because of the project)

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What have you already done?  (Examples: foundation laid, walls raised to roof level, funds raised, etc.)  Explain both planning and any construction.

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When did work on the project begin or when do you anticipate it will begin?

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Explain how much work has to be done to complete the project and how long it will take. (You must attach an activity timeline like the example attached to this form.)

What is the community contributing? (money, material, labor, etc.) Please explain (Examples: 400 hours of volunteer labor per week, 1,300,000 Francs CFA, 4 truckloads of sand, etc.).

When completed, will the project produce money or income? [          ] How much? [          ]

Who will control any income generated, and how will it be used?

**FINANCIAL SUMMARY:**
(Please attach a detailed budget or cost estimate to your application, as well as pro forma invoices from at least two different sources)

What is the total cost of this project? [          ]

How much money have you already spent on this project? [          ]

Who provided this money?

When was this money spent?

How much money does your group have available to spend right now?

How much more money do you need to finish the project?

Do community members anticipate raising more funds on their own? ☐ How?

How much money do you expect to raise?

When are the funds expected to be available?

Are other embassies, donors, or government agencies providing money or support for this project? ☐

If yes, please give details.

**EMBASSY GRANT:**

How much money are you requesting from the United States Embassy?

Please be specific; use the attached budget format to list all budget items.

| (Signature of Sponsor) | (Signature of Local Authority) |
|---|---|
| Name: _____ | Name: _____ |
| Title: _____ | Title: _____ |
| Date: _____ | Date: _____ |

**All proposals should use the following sample budget format.**

BUDGET estimated expenditures necessary for the implementation of the Activity

The budget should be stated in local currency and include notes explaining the costs associated with each of the budget line items and other relevant information to support the proposal's budget. There should be a direct relationship between the activities described in the proposal and the budget.

Sample A

| | **Description of Items(materials, equipment, supplies)** | **Unit Price** | Quantity | Total FCFA | Local Contribution | SSH contribution |
|---|---|---|---|---|---|---|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| | Total | | | | | |

Sample B: Activity timeline

All proposals should use the following sample activity timeline.

| Project Activities | May 2015 - February 2016 | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb |
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